

B.5.1 SIN 599-1, Travel Consultant Services

The prices below are inclusive of the Industrial Funding Fee (<https://vsc.gsa.gov>). The Service Contract Act does NOT apply to SIN 599-1.

Description	Unit of Issue	Commercial Rate	Price or Discount Offered to Government
Travel Consulting Services			
Skill Category [identify and describe]			
Other Direct Costs (not including travel) [identify and describe]			

B.5.1.1 DEFINITIONS

Permanent Change of Station (PCS): The relocation of an employee to a new official station or post of duty for permanent duty.

Special Publication 800-87 (SP 800-87): Provides agency organizational codes used under this schedule for reporting purposes. This standard data element may be used for the interchange of information on federal operations when that information is identified by organization. This publication is available at <http://csrc.nist.gov/publications/nistpubs/index.html>

Temporary Change of Station (TCS): The relocation of an employee to a new official station for a temporary period (not less than 6 months, nor more than 30 months) while the employee is performing a long-term assignment and subsequent return of the employee to the previous official station upon completion of that assignment.

Temporary Duty Travel (TDY): Travel at a place, away from an employee's official duty station, where the employee is authorized to travel.

B.5.1.2 DESCRIPTION OF WORK

The Contractor shall provide travel and relocation consulting and related services to assist the Government in meeting its travel needs for temporary duty travel, relocation and/or temporary/permanent change of station, etc. This may include, but is not limited to, travel management, travel security, travel technology and the following:

Analysis	Assessment	Auditing
Benchmarking	Change management	Consulting
Data collection and analysis	e-commerce	Facilitation
Marketing	Market research	Operational overviews
Operational Support	Outsourcing	Per Diem and Allowance
Performance metrics	Policy development/review	Preferred supplier programs
Development/Assessment	Product evaluations	Re-engineering
Requirements development	Reporting	Risk assessment
Security	Studies	Surveys
Technology	Testing	Training
Travel card analysis/studies	Travel management	Voucher examination
Voucher review		

Typical tasks may include, but are not limited to:

- Develop strategies to support agency adoption of ETS/DTS
- Study current travel management processes and recommend efficiencies
- Identify security needs relative to travel
- Analyze travel card data to facilitate program management
- Re-engineer relocation processes
- Assess preferred supplier programs
- Develop requirements and/or specifications for travel needs
- Evaluate proposals, services, contractor performance or products
- Conduct customer satisfaction surveys
- Test technologies
- Provide trend analysis of agency travel spends to enable budget forecasting
- Facilitate meetings
- Provide operational support (review travel requests, vouchers, etc.)
- Audit distribution channels and travel service providers (e.g., travel agents, GDS, etc.)

B.5.1.3 SCOPE & COMPLEXITY

The Contractor shall:

- Provide a full range of services necessary to satisfy ordering agencies' travel consulting requirements. The Government is seeking services that industry normally accords to commercial customers.
- Be capable of providing services for ordering agencies with multiple organizational levels and geographic locations nationwide and/or worldwide as specified in the Scope of the Contract clause.
- Be capable of handling multiple task orders simultaneously.

B.5.1.4 REQUIREMENTS

The Contractor shall:

- Provide travel and relocation consultant services as ordered by agencies and specified herein.
- Ensure that its staff maintains any generally required professional certification, accreditation, license, bond, and proficiency relative to their area of expertise. The Contractor shall retain documentation of such records. The Government will not pay for expenses to meet this requirement.
- Perform services and ensure deliverables that are compliant with Government travel and relocation regulations. The Federal Travel Regulation, the Foreign Affairs Manual (FAM), the Joint Federal Travel Regulations (JFTR), Joint Travel Regulations (JTR), other applicable travel regulations, and related agency policies establish the Federal travel process.
- Provide the same level of service provided to commercial/corporate customers.

B.5.1.5 TRAVEL MANAGEMENT SERVICE/SYSTEM REQUIREMENTS

In support of ETS/DTS as specified in agency task orders, the Contractor shall ensure that products/services provided to participating agencies complement and support the E-Gov Travel Service (ETS) and/or Defense Travel System (DTS) and their respective objectives in an efficient and cost-effective manner.

B.5.1.6 GSA REPORT REQUIREMENTS

The Contractor shall provide the GSA Contracting Office with a quarterly report that details each ordering agency's travel consulting expenditures for the given report period, and provide a cumulative total across all agencies serviced, by type of service ordered. Please note, the Government operates on a fiscal year basis of October 1 through September 30 of each year. The report is due by the 15th calendar day after the end of each report period (i.e., due January 15, April 15, July 15, and October 15). The information shall be provided in an electronic commercial format readable in Microsoft Excel 2007, SP-2 and emailed to 1) onthego@gsa.gov, and 2) travel.programs@gsa.gov Subject: Quarterly Travel Consulting Report, By Agency. At GSA's option, reports may be submitted through an automated reporting tool provided by the GSA or third party as designated by GSA. All GSA reporting is at no additional cost to the Government. Data fields to be reported are:

SP 800-87 Code	Agency Name	Description of Services	Dollar Value